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(132)

MAY 15 1955 *gob*

MEMORANDUM FOR: Deputy Director (Support)

SUBJECT: Revision of T/O For Cable Secretariat - Message Center, Office of the Director.

1. Attached as Tab A is request, dated 9 March 1955 from the Cable Secretary for a ceiling increase of ten positions in the present table of organization. The request which comprises an expansion of identical positions previously established is restated for convenient reference as follows:

<u>Position</u>	<u>Grade</u>	<u>Annual Cost</u>
2 Cable Analysts (Sup)	GS-0305.11-02	10,110
2 Clerk Typists (Sup)	GS-0322.01-05	6,820
1 Mail and File (Sup)	GS-0305.06-05	3,110
1 Mail and File (Clk)	GS-0305.05-04	3,175
3 Clerk Typists	GS-0322.01-04	9,525
1 Courier	GS-0301.35-01	3,175
<u>10</u>		<u>36,825</u>

Justification for the request is based on (1) an increase in traffic volume approximating ten percent over comparable periods one year apart, (2) a corresponding workload increase resulting from the production of sterilized copies of cables and (3) a corresponding increase in preliminary dissemination to keep the need for electrical transmissions to a minimum. The undue pressure caused by this threefold increase in workload is reflected in the Cable Secretary's statement that ~~As a result~~ to the diversion of personnel from other activities has been necessary and, further, that such diversion is no longer feasible.

2. An administrative examination of Cable Secretariat's Office was made on two occasions to determine the possible existence of any latent factors contributing to the need for additional personnel. The findings are reflected in the following topics of interest:

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d. Backlog - The existence of an abnormal backlog was not apparent in any phase of the work.

e. Improved methods - A spot check of sample copies pertaining to personnel and logistical activities was made to determine application of the form message system. The brevity of the copies disclosed that application was not feasible or necessary.

3. A memorandum dated 2 May 1955 from the Chief, Budget Division is attached as Tab B. Also attached as Tab C is memo dated 9 May 1955 from the Director of Personnel concurring with respect to classification of the positions.

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sitate a ceiling increase of 10. Your approval is recommended.

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Chief, Management Staff

ATTACHMENTS:

- Tab A - Proposal
- Tab B - Concurrence of Budget Div.
- Tab C - Concurrence of Dir. of Pers.

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Concur
/s/ [redacted]
SA/OC
20 May 55

APPROVED:

Date: _____

SIGNED

W. S. WILK

Deputy Director (Support)

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